

**Minutes of the Meeting held on 21st February 2019
in the Village Hall, Bathampton**

Present: Cllrs M. Brennan (MB) (Chair), S. Andrews (SA), J. Bird (JB), J. Helps (JH), J. King (JK) and D. Mayo (DM).

In Attendance: Ward Cllr G. Ward

1. Apologies. Received from Cllr G. Ardrey and Ward Cllr A. Millar.

2. Declarations of interest

DM declared an interest in item 6(b).

3. Minutes of the last meeting

The minutes of the meeting held on 17th January 2019 had been circulated. It was noted that they incorrectly referred to the minutes of the November 2018 meeting. It should have been the December 2018 meeting. With that amendment they were ACCEPTED and APPROVED.

4. Matters arising not covered elsewhere on the agenda

a) Weir Leak

B&NES were still trying to identify the responsible owner organization or individual. It was AGREED to cover this matter in future under the ongoing item "Avon Wildlife, the Meadows and Cycle Track".

5. Review of actions carried forward and not covered elsewhere on the agenda

Action

a) Analysis of CAZ responses from village residents

The preliminary analysis of residents' responses to the original B&NES CAZ proposals had been circulated previously.

The meeting noted that B&NES was due to consider the CAZ proposals at a meeting on 5th March and an announcement was due soon after that. It was AGREED to defer further work on the responses of residents to the CAZ as originally proposed and the highway review until there was more information about B&NES' future plans.

b) Highway review. See 5(a) above.

c) Respond to resident's enquiry about mirrors at road junctions

Cllr Andrews reported that no contact details were available meaning he was unable to report back to the enquirer. It was AGREED that the item was closed.

d) Drop box

The Clerk reported that she had sent up the Dropbox account but had not yet emailed councilors about it.

**Clerk
Action c/f**

e) E-payments and banking

The Clerk reported that she was now registered for electronic banking. For Bathampton Parish Council to make electronic payments the Councillors who were approved signatories needed to register with Barclays for electronic payments. It was AGREED that the Clerk would pass on the required information out side of the meeting.

**Clerk
Done**

The meeting noted the Clerk continued to liaise with Barclays to ensure the list of authorized signatories was correct.

f) Allotment leasing guidance notes

It was AGREED to work towards October 2019 for completion of this item so the revised guidance notes, once approved, could be sent to allotment holders with the 2020 rent demand.

**Clerk/JSH
Action c/f**

g) Light opposite 46, Warminster Rd.

Cllr Andrews had written to Highways England as agreed.

h) Jubilee Gardens Information Board.

Cllr Mayo would liaise with Cllr Andrews to take this forward.

**DM
Action c/f**

i) Advertising vacant allotments

The Clerk reported she had asked the parish clerks for Batheaston and Bathampton about advertising Bathampton’s vacant allotments. They had agreed to ask their respective councils.

6. Finance

a) Financial report for February 2019

This had been circulated previously. It was unanimously ACCEPTED and APPROVED and then signed by the Chair.

b) Expenditure report for March 2019

Cllr Mayo advised that only part of the order for footpath maintenance equipment, funded by the Community Empowerment Grant, had been received. This was for the scythes. The supplier had advised the other items were out of stock. The claim for reimbursement of expenses as submitted was withdrawn.

The Clerk was asked to arrange for Cllr Mayo to be reimbursed for the cost of the scythes only, i.e., £355.50.

**Clerk
Done**

Cllr Mayo was asked to find an alternative source for the outstanding items and re-order them as soon as possible to ensure compliance with the terms of the grant.

**DM
Action c/f**

In addition to the pre-approved expenditure the following payments were APPROVED.

<u>Supplier</u>	<u>Service/ Goods</u>	<u>Cost (£s)</u>	<u>VAT (£s)</u>
B&NES	Feb newsletter printing	119.00	+ 0.0
Fine Pines	2018 Christmas tree	133.33	+ 26.67
ALCC	2018/19 membership subs	30.00	+ 0.0
CPRE	2019/20 membership subs	36.00	+ 0.0

The Council had received an estimate from GB Sports & Leisure for further remedial work to the swing hangers and lines, and for safety work to the play area gate and entrance. This was for £975.00 (+ £195.00 VAT). This was APPROVED. The Clerk was asked to get the work done in the current financial year if possible.

**Clerk
Done**

Note: Work due to start w/b 18th March.

c) Clerk's report

The meeting noted the correspondence received. Concerning the Keep Britain Tidy Campaign, the meeting recognised that the litter problem was worst on the verges of the A36 which was not a safe for volunteers to work. Cllr Ward agreed to lobby for a cleanup of the A36.

**Cllr Ward
Action c/f**

The Clerk proposed presenting the financial report and the Clerk's report, which currently included some financial matters, differently. The Council would receive the same information but there would be two more clearly distinct reports.

The Financial Report would include greater detail about the council's financial position against the budget as well as the information covered currently in the Financial and Clerk's reports.

The Clerk's Report would cover the Clerk's activities since the previous meeting, and anticipated actions prior to the next meeting. It would continue to outline correspondence received and other general items.

It was AGREED to trial this.

**Clerk
Done**

The Clerk proposed making better use of direct debits and/or standing orders, for pre-approved regular payments. This was in accordance with the Financial Standing Orders and she would aim to bring to the next meeting a schedule of payments and beneficiaries for consideration and approval by the council. This was AGREED.

**Clerk
Agenda**

The Clerk advised on forthcoming changes to the wording of some council documents to ensure adherence to good practice.

7. Report from Cllr Ward

CLLR ward reported as follows.

- B&NES was keen to support the Conker Crossing. The Safer routes to School initiative had been a factor.
- The Ward Councilor Initiative was being withdrawn to be replaced by a revised version of the Community Empowerment Fund which would provide matched funding, possibly including an element for volunteer time.
- The Café appeared successful and he would report the poor state of the adjacent path.
- He was talking to various companies about enhancing broadband speeds in Bathampton.
- In addition to the litter on the A36 he would see what could be done about the fly tipping in the meadows by the river. Cllr Andrews would forward some photographs.
- Ongoing discussions between B&NES and Avon Wildlife Trust about the Nature Reserve.

**SA
Done**

8. Parish meeting

The Clerk advised that the parish meeting or assembly had to be held between 1st March and 1st June each year, with the annual parish council meeting needing to take place between 8th and 23rd May 2019.

The Clerk was asked to check that the parish assembly could be held during the election period.

**Clerk
Done
Agenda**

After a short discussion about suitable locations, it was AGREED that the Clerk and the Chair would liaise to agree a date when parish councilors and the hall was available. It was noted that a speaker would be required.

**Clerk/Chair
Done
Agenda**

9. Network Rail

LK reported that Tynning Rd still looked neglected and she would follow it up with Network Rail.

**LK
Action c/f**

10. Allotments

Cllr Helps reported as follows.

- There were currently four vacant allotment plots and she was obtaining estimates for clearing them and for cutting back the trees and shrubs along the north and western boundaries of the allotments.

Some allotment holders had suggested working parties to clear the vacant plots but organizing this would take a lot of time and effort.

- There were a number of other plots that appeared neglected which she and the Clerk were monitoring.
- She and the Clerk were reviewing the leasing agreement and guidance notes to increase the emphasis on leaving plots clean and tidy. The council may

need to consider taking a deposit to cover the cost of clearing allotments but introducing this was not straightforward.

11. Ongoing Items

a) 19 Down Lane.

Cllr Brennan reported that she and Cllrs Bird and Helps had met with the owner of the property. She had subsequently sent a letter summarizing what the meeting had covered and included a request that the party wall be properly finished off. It had been agreed to ask for the works discussed during the meeting to be completed by 31st March 2019.

b) Avon Wildlife, the Meadows and Cycle Track

Cllr King reported as follows.

- Safe non-vehicular access was still under consideration and a safety audit had been commissioned. Different user groups had different requirements.
- A donation had enabled planting of some hedging.
- Some of the work by children at Batheaston School would be displayed on the fences.
- Another donation was being used to fund information boards at either end of the track. There would be input into the design by children from Batheaston and Bathampton Schools.

c) Illegal encampments

Cllr Brenna reported that the handyman had cleared the Dry Arch encampment following a discussion with a neighbor who had contacted the deceased owner's family.

Cllr Andrews reported that the C&RT do not own the land by the western boundary between the canal and railway and were not interested in pursuing this settlement further.

Cllr Brennan advised that the George was aware of long-term parking on its car park and were monitoring activity.

The council was limited in what it could do about the small encampments that were appearing between the canal and the railway. It was AGREED to monitor the development of such sites and to consider this agenda item closed for now.

d) Network Rail

See Item 9 above.

e) Street lights

The area around the street light on the footpath remained overgrown. B&NES had chased the landowner. It was AGREED to leave this to the next meeting. If

**Clerk
Agenda**

the work had not been done by then the council would consider alternative ways of clearing the overgrowth.

f) CAZ

See item 5 (a) above.

12. Group reports

a) Planning & Conservation

Nothing additional to report.

b) Highways

Cllr Andres advised that feedback from one resident was against having yellow lines on Down Lane opposite the junction with Devonshire road because the parked vehicles encouraged other motorists to slow down.

The Clerk was asked to contact Ward Cllr Millar to see if there was any progress with extending / adding to the double yellow lines along Down Lane.

**Clerk
Done**

LK reported there had been a traffic incident on the bridge. She would forward details to Cllr Brennan.

**LK
Action c/f**

c) Footpaths

Cllr Andrews advised that he had reported a collapsed wall and a dangerous railing on the edge of the A36 at the junction with a footpath. B&NES had undertaken to follow this up with the landowner.

Cllr Mayo reported on a meeting with the Cotswold Warden. He would circulate the list of tasks discussed with the Warden, which predominantly affected the skyline walk and Bathampton Down.

**DM
Action c/f**

d) Leisure & Amenities

See item 10 above.

Cllrs Helps reported that she and Cllr Brennan had arranged the removal of one diseased tree from the play area and planned to remove the other. It remained to be decided whether or not the stumps needed removing.

e) Communications, Social Media & the Website.

f) Policy & Finance.

Cllr Brennan reported that with Cllr Bird she had put the resident who had undertaken the analysis of traffic on the A36 in contact with speedwatch.

An independent internet provider wanted to find opportunities to discuss their product with the community which offered potential benefits to e.g., the school and village hall. Cllr Brennan would liaise with colleagues to find out more and pass the information on.

**MB
Action c/f**

13. Open Forum

- a) Cllr King advised that the Bathampton Meadows Alliance had passed on to Batheaston Parish Council funds which could be used to help protect the meadows.
- b) Ward Cllr Ward reported he had attended a liaison meeting with the National Trust at Claverton Village. The main topic had been the state of some footpaths.

14. Date of Next Meeting. Thursday 21st March 2019, 7:30pm in the Village Hall.

There being no further business the meeting closed at 9:10

Signed:

Chair

Date: 21st March 2019